

UNAPPROVED - DRAFT

**BOARD OF DENTISTRY
NEW MEMBER ORIENTATION**

Friday, July 31, 2009

Department of Health Professions
9960 Mayland Drive, Suite 200
Richmond, Virginia

CALL TO ORDER: The meeting was called to order at 12:45 p.m.

PRESIDING: Sandra K. Reen, Executive Director

MEMBERS PRESENT: Herbert R. Boyd, III, D.D.S.
Martha C. Cutright, D.D.S.

STAFF PRESENT: Howard M. Casway, Sr. Asst. Attorney General
Alan Heaberlin, Deputy Executive Director
Huong Q. Vu, Administrative Assistant

ORIENTATION: Ms. Reen welcomed Dr. Boyd and Dr. Cutright to the Board and explained the composition of the Board. She reviewed the Board's structure and staffing. She then noted the various laws, regulations and documents in the member's reference handbook.

Ms. Vu reviewed the state's policies on travel, per diems and reimbursement requests.

Mr. Casway explained his role with the Board and discussed the powers and duties of health regulatory boards, the major provisions of the Dentistry Chapter of the **Code of Virginia**, the **Regulations Governing the Practice of Dentistry and Dental Hygiene**, the **Administrative Process Act** and the **Freedom of Information Act**.

Mr. Heaberlin explained and discussed the disciplinary case process, the roles of Enforcement and APD, provided examples of notices and decision documents. He then walked through the Probable Cause Review form and discussed the information needed to close a case and to move a case forward for an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference.

ADJOURNMENT The training was adjourned at 3:45 p.m.

Meera A. Gokli, D.D.S., President

Sandra K. Reen, Executive Director

Date

Date